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WAR FOOD ADMINISTRATION
Reserve OFFICE OF DISTRIBUTION

Finance Letter No. 64
Classification (539)
(531)

REPORTS ON MOVEMENTS OF HOUSEHOLD GOODS

- I. Department Regulation 3435 was recently revised to permit Bureau Chiefs to redelegate the authority to authorize or approve the transportation of household goods and personal effects. Redlegation of such authority within the Office of Distribution is contained in General Administrative Instruction 4350.
- II. Because this authority has been redelegated it will be necessary that the Secretary have an annual report so that data needed for budgetary and management purposes will be available. Finance Officers will prepare this report on a fiscal year basis and transmit it so as to reach the Administrative Fiscal Control Section of the Washington Office on or before August 1 of each year. The first report will cover the period October 9, 1944 through June 30, 1945.
- III. The report will show the number of movements of household goods authorized. This will include amendments to travel authorizations where such authority was not contained in the original Letter of Authorization but not amendments extending the time limit. No other information is required.



